



## Job Announcement

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<b>Opening Date:</b>	May 7, 2009	<b>Closing Date:</b>	May 22, 2009
<b>Job Title:</b>	Law Librarian I	<b>Position Type:</b>	Contractual Full/Part Time
<b>PIN:</b>	928001	<b>FLSA Status</b>	Exempt
<b>Location:</b>	Maryland State Law Library Annapolis, Maryland	<b>Salary:</b>	\$19.89 per hour (No State Benefits)

**Essential Functions:** Provides professional and customized reference/research services to a diverse group of customers including judiciary staff, state officials, members of the legal community, and the general public. Position will require maintaining and troubleshooting library equipment to include; computers, printers, copiers, and microfilm readers. Candidate will be required to work every Tuesday and Thursday evening from 4:30 p.m. to 9:00 p.m. Occasional Saturday hours also may be required, from 9:00 a.m. to 4:00 p.m..

**Education:** Bachelor's Degree from an accredited college or university.

**Experience:** Minimum of three years of prior employment experience with a library or legal reference service.

**Note:** Master's Degree in Library Science can be substituted for 2 years of the required experience and Juris Doctorate can be substituted for up to 1 year of the required experience.

**Preferred:** Library reference experience.

**Skills/Abilities:** Thorough knowledge of the profession of librarianship, the legal system, and current information technology systems. Knowledge of Maryland Government a plus. Ability to analyze and solve complex legal research/reference queries using both print and electronic sources. Ability to work well with a diverse group of customers and independently on assigned projects. Ability to sit for extended periods of time at a computer or reference desk. Ability to lift up to 20 lbs. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title, location and PIN number. Materials must be received at the address below by 5:00 p.m. on the closing date. The Human Resources Department will not be responsible for applications or resumes sent to any other address.

Maryland Judiciary  
Human Resources Department  
580 Taylor Ave., Bldg. A-1  
Annapolis, MD 21401  
Email: [jobs@mdcourts.gov](mailto:jobs@mdcourts.gov) (Zip files will not be accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.